

FINAL QUANTITIES CHANGE ORDER CONSTRUCTION CONTRACTS

The following information should be supplied as a final quantities change order for each contract containing unit price items. This is necessary in order to close out a contract and should be forwarded to NJDEP as soon as all final construction quantities are known by the Loanee. A tabulation sheet is required. Any extras for work not covered by a bid line item should have been covered previously in a change order. This final quantities change order, covering all bid line items, should be the last change order submitted.

1. List all bid items as shown on the original bid document including quantities, description and the bid price.
2. Note any of the above items, which were originally declared unallowable by NJDEP.
3. List all final as built quantities for each line item and the total cost.
4. The tabulation should include columns showing quantity and corresponding cost variation for each bid item.
5. Total of all cost columns with separate columns for allowable and unallowable costs.

Special Notes

1. Provide a separate listing of all change orders submitted previously and NJDEP determination concerning allowability of each.
2. Instances where bid quantities change and new unit prices are negotiated a Record of Negotiations must be included showing how the new unit prices were developed.
3. Line items which exhibits overruns or underruns in excess of the percentages reflected in the approved construction documents must be justified, explained and generally commented on concerning the application of the unit price used (either original or renegotiated price) for the overrun or underrun portions.
4. Added and deleted line items must be explained and justified.
5. A statement to the effect that the final quantities change order in point satisfies all claims for costs by the contractor covered by the bid line items should be included in the change order.
6. The standard NJDEP change order form should be used for all final quantities change orders.
7. Changes in excess of \$100,000 require sufficient cost and pricing data to enable the NJDEP to ascertain the reasonableness, necessity and allowability of the costs and amount proposed. As a minimum a certification should be provided from the contractor verifying that the costs are complete, current and accurate.